

(Rev. 7/1/02)

Instructions for Form C-102
***CERTIFICATE of AMENDMENT by the INCORPORATOR(S)
PROFIT AND NONPROFIT
(Titles 14A and 15A)***

******This type of filing is allowed only during the period of time between the date of incorporation and the organizational meeting of the first board of directors/trustees.***

STATUTORY FEE: **\$75**

The MANDATORY fields are:

Statutory Authority

Check the appropriate statutory authority (14A: 9-1 et seq. or 15A: 9-1 et seq.)

Field # 1 -- Business Name

List the name as it appears on the records of the Treasurer.

Field # 2 -- Number

List the ten-digit business ID as it appears on the records of the Treasurer.

Field # 3 -- Amendment

Note the article from the original certificate of incorporation that is being amended and list the amendment, including a name change if applicable. If you are changing the corporate name, then name availability provisions apply. **

**The name must be distinguishable from other names on the State's database. The Division of Revenue will check the proposed name for availability as part of the filing review process. If desired, you can reserve/register a name prior to submitting your filing by obtaining a reservation/registration. For information on name availability, reservation/registration services and fees, call (609) 292-9292 Monday-Friday, 8:30 a.m. - 4:30 p.m.

Field # 4 -- Consent

Add a statement that indicates the amendment was adopted by the unanimous consent of all incorporators. Form C-102 provides the statement.

EXECUTION (DATE/SIGNATURE)

Have all incorporators and only the incorporators sign. Also, list the date of execution (signature).

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These documents should be filed in duplicate. Non profits should file in triplicate.
Make checks payable to: TREASURER, STATE OF NEW JERSEY. (No cash, please)

Mail to: NJ Division of Revenue, PO Box 308, Trenton, NJ 08625